

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Maintenance Manager I (Mountain)	District 10 - Maintenance Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Assistant Region Manager	910-610-6280-XXX	12/15/2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of the District Maintenance Region Manager, this position is responsible for assisting the Maintenance Region Manager in implementing, evaluating, and sustaining major programs and maintenance policies for the highway maintenance district-wide. Maintenance Management duties will be in the Pine Grove, Sonora, and Special Crews areas of District 10. The incumbent will advise and consult with top-level district and statewide management; propose new programs, directions or legislation, as appropriate.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Provides management for the Pine Grove, Sonora, and the Special Crews areas. Reviews work plans and helps prioritize the work load which includes all the major passes in the District. Investigates and sets priorities for major maintenance projects; recommends proposals for increased efficiencies. Reviews and approves personnel transactions, adverse actions, and equipment usage. Reviews and directs budget preparation consistent with District priorities. Assures areas are in compliance with the Integrated Maintenance Management System (IMMS) procedures.
25%	E	Responsible for reviewing construction projects to ensure the communication between Construction, Design, and Maintenance runs smoothly. Help address the needs for Maintenance, Safety, and Quality issues. Reviews plans and specifications of proposed construction projects with regard to maintenance requirements and makes recommendations.
10%	E	Responsible for supervising the Maintenance Contract Manager, who manages our field maintenance service contracts throughout the district. The Contract Manager is responsible for implementing the overall plan to monitor statewide as well as district specific contracts. Also reviews the minor program projects such as drainage repairs and structural section repairs. Reviews plans and specification of proposal construction projects with regards to future maintenance requirements and makes recommendations on their findings.
10%	M	Manages our Vehicle Home Storage Permits database and application process. Ensures that the Personal Use of State Vehicles PM-0041 forms are completed and submitted monthly in a timely manner. Provides tracking for new applications and serves as the first line approver for new applications. Provides training and acts as the Maintenance Emergency Operations Center Coordinator. This includes helping to prepare training for each position and providing input into needed materials for the EOC. Also updates the fan out charts as positions change.
5%	E	Responsible for supervision of the District's Field Maintenance training supervisor and the Transfer of Knowledge program. Including, but not limited, to IMMS, Supervisor training, CAL-card training, purchasing, Low Air Warning Systems (LAWS) regulations and recoveries.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Will supervise a staff of CT Maint Area Superintendents and their subordinate staff with area covering the entire district.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

In the absence of the Maint. Manager II, act as lead person over the District 10 Region including all subordinate maintenance staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of maintenance budgeting, purchasing and financing; personal computers; equipment operation, management and maintenance; vehicle operation and vehicle maintenance; hazardous materials management; pesticide application; contracting; maintenance qualification program; factors which influence the impact of transportation facilities and maintenance practices on the environment, the community, and the economy. Principles and techniques of personnel management and supervision; the departments equal opportunity and labor relations programs and the processes available to meet their objectives. Must possess a thorough knowledge of statewide maintenance functions and the mission, goals, organization, and procedures of the Department of Transportation.

Must have knowledge of materials, methods, and equipment used in the maintenance and the ability to plan, organize, and direct the work of others; analyze situations accurately and develop an effective course of action on very short notice; relate to and work with interdisciplinary groups and large segment of the public; make effective presentations and prepare written and oral reports. Ability to coordinate activities with other headquarters' district divisions and offices, with federal, city and county officials, and with general public.

Ability to read and write English at a post high school level. Must be able to articulate program policies and goals to management, staff, and the public. Often will be required to advise management of program status, issues, and needs. Must be able to communicate effectively and tactfully. Must possess sound techniques for handling sensitive issues.

Class A or B commercial driver's license is desirable.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error in judgment, analysis, action, conduct, directions, and decisions could result in the inefficient use of resources, employee injuries, death or injuries and death to a member of the general public; loss of individual and departmental credibility, poor employee morale, that can affect the ability of Caltrans to deliver its work program on schedule on budget.

PUBLIC AND INTERNAL CONTACTS

Public contact by this position is substantial and requires a special ability to communicate and maintain a positive departmental image. Must be articulate, knowledgeable about the program, and possess negotiation skills. The incumbent represents the department with local, state and federal agencies, Caltrans districts and divisions at all levels, and high level governmental, and legislators. There is considerable contact with external agencies. The Assistant Region Manager interfaces with the public in various forms, working with city and county governmental officials, regulatory agencies such as the Department of Fish and Game, Water Quality Control Board, County Agriculture Commissioners, local fire department, Army Corporation of Engineers, etc., as well as members of the general public who call or write with their concerns. Daily contact with the public, suppliers, contractors, headquarters, personnel, other district programs, field staff and maintenance management staff. Sensitive issues must be handled tactfully, yet expeditiously. The public's image of the department often balances on the conduct of this position.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to use personal computers and telephones for long periods of time. Other physical activities will include accessing files, manuals and other resources at various Caltrans and external offices. Incumbent will be required to transport up to fifty pounds from low to high storage areas and other facility locations.

Incumbent will be required to sustain mental activity needed for report writing, problem solving, researching, analysis and reasoning, and participating in meetings.

Non-compensating overtime may be required, and vacations restricted, during peak times and fiscal year-end closing. The workload is subject to frequent, substantial and unexpected changes. The ability to resolve emotionally charged issues reasonable and diplomatically. Must deal effectively with pressure, maintain focus, and intensity, yet remain optimistic and persistent, even under adversity. The incumbent will be required to develop and maintain cooperative working relationships; respond appropriately in situations; recognize emotionally charged issues or problems.

WORK ENVIRONMENT

At their base operation, incumbent will work in a climate-controlled office under artificial lighting. Incumbent will be required to traverse office complexes, parking lots, equipment repair shops, highways, sidewalks, roadside cut and fill

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

slopes, and drainage facilities. Incumbent will be required to travel and work outdoor and will be exposed to dirt, chemicals, noise, uneven surfaces, extreme heat, extreme cold and wet conditions with elevations over nine thousand feet.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE